

1 FAM 040

THE UNDER SECRETARIES OF STATE

(CT:ORG-323; 12-05-2013)
(Office of Origin: S/ES-EX)

1 FAM 041 UNDER SECRETARY FOR POLITICAL AFFAIRS (P)

1 FAM 041.1 Responsibilities

(CT:ORG-323; 12-05-2013)

The Under Secretary for Political Affairs (P):

- (1) Reports directly to the Secretary of State (S);
- (2) In the absence of the Secretary and Deputy Secretaries, serves as Secretary of State as designated in Delegation of Authority 284-1, dated February 13, 2009; and as designated by Executive Order 13251 (67 *FR* 1599), dated December 28, 2001;
- (3) Assists the Secretary and the Deputy Secretaries in the formulation and conduct of U.S. foreign policy;
- (4) Assists the Secretary and the Deputy Secretaries in carrying out the former's authority and responsibility for the overall direction, coordination, and supervision of interdepartmental activities of the U.S. Government abroad;
- (5) Assists the Deputy Secretaries in providing recommendations to the Secretary on all principal personnel appointments;
- (6) Assists the Deputy Secretaries in giving overall direction to the substantive functioning of the Department;
- (7) Assists the Secretary and the Deputy Secretaries in giving foreign policy guidance to other departments and agencies;
- (8) Assists the Secretary and the Deputy Secretaries in ensuring that the Department's relations with other departments and agencies of the U.S. Government are effectively coordinated, including giving general direction within the Department to political-military and intelligence matters and to relations with other departments and agencies on such matters;
- (9) Serves as crisis manager for the Department;
- (10) Undertakes assignments as requested by the Secretary and the Deputy

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

Secretaries;

- (11) Assists the Secretary, on request, in representing the United States at international meetings, on special missions, in performing other representational assignments, and in presenting the Department's position before congressional committees;
- (12) Provides policy guidance to the Department units reporting to the Under Secretary;
- (13) Has substantive and coordinating responsibility for 1 FAM 041—Under Secretary for Political Affairs (P); and
- (14) Negotiates, signs, and terminates treaties and other international agreements and authorizes other U.S. Government officials to do so under the Circular 175 procedure of the Department.

1 FAM 041.2 Management Oversight

(CT:ORG-310; 06-10-2013)

The following Department of State units report directly to the Under Secretary for Political Affairs (P):

- (1) Bureau of African Affairs (AF);
- (2) Bureau of East Asian and Pacific Affairs (EAP);
- (3) Bureau of European and Eurasian Affairs (EUR);
- (4) Bureau of Western Hemisphere Affairs (WHA);
- (5) Bureau of Near Eastern Affairs (NEA);
- (6) Bureau of South and Central Asian Affairs (SCA); *and*
- (7) Bureau of International Organization Affairs (IO).

1 FAM 041.3 Authorities

(CT:ORG-246; 06-07-2011)

In addition to Delegation of Authority 284-1 (see 1 FAM 041.1, subparagraph (2)), the following authorities apply:

- (1) Department of State Delegation of Authority No. 124—functions related to the Peace Corps;
- (2) Department of State Delegation of Authority No. 311 —Circular 175 Procedure authority;
- (3) Department of State Delegation of Authority No. 193—functions under the FY 92-93 State Authorization Act;
- (4) Department of State Delegation of Authority No. 210—certain functions

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

under the Immigration laws;

- (5) Department of State Delegation of Authority No. 214—reports on People's Mujaheddin of Iran, Russian military operations, Occupied Tibet, activities of Cambodian Genocide Investigation;
- (6) Executive Order 13251, dated December 28, 2001;
- (7) Department of State Delegation of Authority No. 280-1 – authority to submit certain reports to Congress; and
- (8) Other authorities, as appropriate.

1 FAM 042 UNDER SECRETARY FOR ECONOMIC GROWTH, ENERGY, AND THE ENVIRONMENT (E)

1 FAM 042.1 Responsibilities

(CT:ORG-295; 01-23-2013)

The Under Secretary for Economic Growth, Energy, and the Environment (E):

- (1) Reports directly to the Secretary of State (S);
- (2) Serves as the principal adviser to the Secretary and Deputy Secretaries on matters of foreign economic, energy, environmental, science and technology policies. This includes trade, investment, commerce, business, sanctions, agriculture, economic development, international health, oceans, and innovation policy. He or she directs formulation of and/or coordinates Department policies on economic, energy, and environmental issues. He or she supervises the execution of such policy within the Department of State and represents the Department on such matters with other agencies of the U.S. Government. In pursuing these functions, the Under Secretary coordinates, as appropriate, with the Director of Foreign Assistance; the Under Secretary for Political Affairs; the Under Secretary for Arms Control and International Security; the Under Secretary for Public Diplomacy and Public Affairs; and the Under Secretary for Civilian Security, Democracy, and Human Rights (J) on matters within the areas of responsibilities of those officers;
- (3) Assists the Secretary and the Deputy Secretaries in carrying out their responsibilities in the field of economic assistance, both bilateral and multilateral;
- (4) Undertakes assignments as requested by the Secretary and Deputy Secretaries;
- (5) Assists the Secretary, on request, in representing the United States at international meetings, in performing other representational assignments, and in presenting the Department's position before congressional

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

committees on economic matters;

- (6) Assists the Secretary, on request, in representing the Department at interdepartmental meetings including at the National Security Council, National Economic Council, Homeland Security Council, Council on Environmental Quality, and in providing policy advice to the Secretary on matters under consideration by these groups;
- (7) Pursuant to nomination by the President and approval by the Senate, serves as Alternate Governor for:
 - (a) The International Bank for Reconstruction and Development (IBRD);
 - (b) The Inter-American Development Bank (IDB);
 - (c) The Asian Development Bank (ADB);
 - (d) The African Development Fund (AFDB); and
 - (e) The European Bank for Reconstruction and Development (EBRD);
- (8) Pursuant to designation by the President, serves as board member of the Overseas Private Investment Corporation (OPIC);
- (9) At the direction of the National Security Council, fulfills the role of Foreign Affairs Sous Sherpa relating to the activities of the Group of Eight Industrial Nations (G-8);
- (10) Has substantive and coordinating responsibility for 1 FAM 042—Under Secretary for Economic Growth, Energy, and the Environment (E);
- (11) Serves on the National Intellectual Property Law Enforcement Coordination Council; and
- (12) Negotiates, signs, and terminates treaties and other international agreements and authorizes other U.S. Government officials to do so under the Circular 175 procedure of the Department.

1 FAM 042.2 Management Oversight

(CT:ORG-295; 01-23-2013)

- a. The following Department of State units report directly to the Under Secretary for Economic Growth, Energy, and the Environment (E):
 - (1) Bureau of Economic and Business Affairs (EB);
 - (2) Bureau of Energy Resources (ENR);
 - (3) Bureau of Oceans and International Environmental and Scientific Affairs (OES);
 - (4) Office of the Science and Technology Adviser (STAS); and
 - (5) Office of the Chief Economist (OCE).
- b. See 1 FAM Exhibit 042.2 for an organizational chart of E.

1 FAM 042.3 Authorities

(CT:ORG-246; 06-07-2011)

The following authorities apply:

- (1) Department of State Delegation of Authority No. 118-2—Presidential Permits for Cross-Border Facilities;
- (2) Department of State Delegation of Authority No. 178—Certain Functions Under 18 U.S.C. 203 note, Regarding Private Sector Participation at International Telecommunications Conferences;
- (3) Department of State Delegation of Authority No. 214—resumption of assistance, and expropriation report;
- (4) Department of State Delegation of Authority No. 251—Consultations with Treasury on Certain Measures to Combat Money Laundering;
- (5) Delegation of Authority No. 311—Negotiation, Conclusion and Termination of Treaties and Other International Agreements;
- (6) Department of State Delegation of Authority (Unnumbered)—Certification to Congress Regarding Methods of Shrimp Harvesting; and
- (7) Other authorities, as appropriate.

1 FAM 043 UNDER SECRETARY FOR ARMS CONTROL AND INTERNATIONAL SECURITY (T)

1 FAM 043.1 Responsibilities

(CT:ORG-295; 01-23-2013)

The Under Secretary for Arms Control and International Security (T):

- (1) Reports directly to the Secretary of State (S);
- (2) Serves as Secretary of State as designated by Executive Order 13251 (67 FR 1599), dated December 28, 2001;
- (3) Directs and coordinates arms control and international security policies for the Department, including oversight of negotiations and implementation and verification of international agreements in arms control and international security;
- (4) Directs and coordinates nonproliferation policy for the Department, including missile, nuclear, chemical, biological and conventional weapons proliferation. By statute, he or she coordinates diplomatic efforts to obtain the agreement of all appropriate countries to the Missile Technology Control Regime and coordinates policies within the United States on strategies for restricting the export of components of missiles capable of

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

delivering weapons of mass destruction. By delegation, the Under Secretary exercises various authorities relating to the imposition of proliferation sanctions on foreign persons and countries as required by U.S. law. He or she directs the negotiation of agreements with foreign countries to implement U.S. nonproliferation policies. By delegation, the Under Secretary oversees and provides policy guidance for use of the Nonproliferation and Disarmament Fund;

- (5) Directs and coordinates export control policy for the Department. By delegation, he or she regulates the export and temporary import of defense articles and services under the Arms Export Control Act (including the issuance, revocation, or suspension of export licenses and related regulations) and determines which articles shall be deemed to be defense articles. By delegation, he or she reviews, formulates policy with respect to, and reports as appropriate, unauthorized arms transfers or substantial violations of applicable military assistance agreements;
- (6) By delegation, he or she provides policy direction and coordination of selected foreign assistance programs (economic support funds, military assistance, including excess defense articles, and foreign military sales and loan programs). This includes responsibility for the continuous supervision and general direction of all such programs to insure effective integration with each other and with economic assistance programs both at home and abroad. In the exercise of this responsibility, the Under Secretary shall:
 - (a) Ensure that all such assistance programs are planned, developed, and implemented in furtherance of U.S. foreign policy and national security objectives;
 - (b) Direct a continuing system of planning and coordination of assistance programs in order to effect the fullest degree of integration in furtherance of the objectives of these programs;
 - (c) Direct the development of an integrated presentation of such assistance programs; and
 - (d) Determine whether there shall be such an assistance program in a certain country, and if so, the value thereof;
- (7) Assists the Secretary in representing the United States at international meetings, in performing other representational assignments, and in presenting the Department's position before Congressional committees;
- (8) Undertakes other additional duties as may be requested by the Secretary or the Deputy Secretaries; and
- (9) Has substantive and coordinating responsibility for 1 FAM 043—Under Secretary for Arms Control and International Security (T).

1 FAM 043.2 Management Oversight

(CT:ORG-246; 06-07-2011)

The following Department of State units report directly to the Under Secretary for Arms Control and International Security (T):

- (1) Bureau of Political-Military Affairs (PM);
- (2) Bureau of International Security and Nonproliferation (ISN); and
- (3) Bureau of Arms Control, Verification, and Compliance (AVC) report directly to the Under Secretary (T).

1 FAM 043.3 Authorities

(CT:ORG-322; 11-19-2013)

The following authorities apply:

- (1) State Department Basic Authorities Act of 1956 sections 1 and 45, as amended in 22 U.S.C. 2651a;
- (2) Dire Emergency Supplemental Appropriations and Transfers, Urgent Supplementals, and Correcting Enrollment Errors Act section 407 (June 30, 1989);
- (3) Foreign Assistance Act of 1961 section 624(e) (22 U.S.C. 2384, 1961) (coordinating security assistance programs);
- (4) Department of State Delegation of Authority No. 214—Delegation of Responsibilities Under the Foreign Relations Authorization Act, Fiscal Years 1994 and 1995, and Certain related Acts, 59 FR 50790 (September 20, 1994) (report on Middle East arms sales policy; prohibition on incentive payments under the Arms Export control Act; notification to Congress on certain events involving the missile technology control scheme; and advisory opinions regarding sanctions for nuclear proliferation);
- (5) Delegation of Authority 293-2, dated October 23, 2011 – delegating numerous responsibilities to T, including all responsibilities of the Director, Arms Control and Disarmament Agency, that were transferred to the Secretary;
- (6) Executive Order 13251, dated December 28, 2001;
- (7) Executive Order 11958 (arms control); (March 8, 2013, By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Arms Export Control Act, as amended (22 U.S.C. 2751 et seq.) (the "Act"), and section 301 of title 3, United States Code, it is hereby ordered as follows: Sec. 4. Revocation. Executive Order 11958 of January 18, 1977, as amended, is revoked; except that, to the extent consistent with this order, all determinations, authorizations, regulations, rulings, certificates, orders, directives, contracts, agreements,

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

and other actions made, issued, taken, or entered into under the provisions of Executive Order 11958, as amended, and not revoked, superseded, or otherwise made inapplicable, shall continue in full force and effect until amended, modified, or terminated by appropriate authority.

- (8) Executive Order 12163 section 1-201 (military assistance);
- (9) Department of State Delegation of Authority No. 311, Negotiation, Conclusion and Termination of Treaties and Other International Agreements; and
- (10) Other authorities, as appropriate.

1 FAM 044 UNDER SECRETARY FOR MANAGEMENT (M)

1 FAM 044.1 Responsibilities

(CT:ORG-246; 06-07-2011)

The Under Secretary for Management (M):

- (1) Reports directly to the Secretary of State (S);
- (2) Serves as a principal adviser to the Secretary of State on all matters involving the allocation of State Department resources in support of the President's foreign policy objectives;
- (3) Develops and executes management policies, including control of positions, funds, and other worldwide Department resources required to implement the foreign policies of the United States;
- (4) Directs Department management programs involving relations with the Congress, the Office of Management and Budget (OMB), and other foreign affairs agencies;
- (5) Is responsible for the organization, operations, and the assignment of functions within the Department;
- (6) Prescribes rules and regulations pursuant to the authority vested in the Secretary by 22 U.S.C. 2651a, 22 U.S.C. 3926 and other relevant provisions of law, to the extent delegated to him or her and approves, when appropriate, re-delegations of such authority in order to carry out the functions conferred upon the Under Secretary for Management;
- (7) Oversees the Department's information security program;
- (8) Negotiates, signs, and terminates treaties and other international agreements and authorizes other U.S. Government officials to do so under the Circular 175 procedure of the Department;

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

- (9) Assists the Secretary, on request, in representing the United States at international meetings, in performing other representational assignments, and in presenting the Department's position before congressional committees;
- (10) As the Department's designated OIG follow-up official, has personal responsibility for ensuring that:
 - (a) Systems for follow-up, resolution, and corrective action on audits, inspections, evaluations, and other reviews are documented and in place;
 - (b) Timely responses are made to all OIG recommendations, regardless of implementation responsibilities;
 - (c) Disagreements are resolved;
 - (d) Corrective actions are actually taken; and
 - (e) Semiannual reports are sent to the Secretary furnishing a listing of all OIG recommendations not resolved for more than 6 months, the reasons why they have not been resolved, and M's plan for ensuring resolution; the number of recommendations resolved during the reporting period; the amount of disallowed costs; and collections, offsets, write-offs, demands for payment, other monetary benefits resulting from all audits, inspections, evaluations, and other reviews, and updates on the status of those recommendations reported unresolved for the previous reporting period;
- (11) Exercises authority on behalf of the Secretary of State over management-related functions vested in the Department of State and the management of the Foreign Service personnel system;
- (12) Serves as Secretary of State as designated by Executive Order 13251 (67 FR 1599), dated December 28, 2001;
- (13) Directs and administers the Department's worldwide information resources; and
- (14) Has substantive and coordinating responsibility for 1 FAM 044—Under Secretary for Management (M).

1 FAM 044.2 Management Oversight

(CT:ORG-295; 01-23-2013)

- a. The following Department of State bureaus report directly to the Under Secretary (M):
 - (1) Bureau of Administration (A);
 - (2) Bureau of Consular Affairs (CA);
 - (3) Bureau of Diplomatic Security (DS);

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

- (4) Bureau of Information Resource Management (IRM); however, the head of IRM, when carrying out the functions of the Chief Information Officer (CIO) as established by the Clinger-Cohen Act, reports directly to the Secretary;
- (6) Medical Services and Designated Agency Safety and Health Official (DASHO);
- (5) Bureau of Human Resources (HR);
- (6) Foreign Service Institute (FSI); and
- (7) Bureau of Overseas Buildings Operations (OBO);
- (8) The Bureau of the Comptroller and Global Financial Services (CGFS); and
- (9) The Bureau of Budget and Planning (BP).

1 FAM 044.3 Authorities

(CT:ORG-295; 01-23-2013)

The Secretary of State has delegated many management-related functions to M. The following are a representative list of authorities; the full list can be found on the A/GIS/DIR Web site:

- (1) Delegation of Authority 198, the Secretary of State's general delegation of management-related functions to M, dated September 16, 1992;
- (2) Department of State Delegation of Authority No. 311, Negotiation, Conclusion and Termination of Treaties and Other International Agreements;
- (3) Department of State Delegation of Authority No. 125, Delegation of Federal Advisory Committee management functions, dated November 7, 1972;
- (4) Department of State Delegation of Authority No. 147, Delegation of Authorities vested in the Secretary by Title II of the Basic Authorities Act (primarily foreign mission administration), dated September 13, 1982;
- (5) Department of State Delegation of Authority No. 147-1, covering acceptance of gifts and vehicles overseas, dated December 21, 1990;
- (6) Department of State Delegation of Authority No. 293-2, Delegation of Authorities under the Foreign Assistance Act of 1961 and other related acts, dated October 23, 2011; and
- (7) Other authorities, as appropriate.

1 FAM 044.4 Under Secretary for Management Offices

1 FAM 044.4-1 Director of the Diplomatic Reception Rooms (M/FA)

(CT:ORG-246; 06-07-2011)

The Director of the Diplomatic Reception Rooms (M/FA) is responsible for furnishing and maintaining the Diplomatic Reception Rooms and offices and reception rooms of the Secretary, Deputy Secretaries, and Under Secretary for Political Affairs. The Director is responsible for assembling and maintaining the Americana Project's collection of U.S. antique furniture, paintings, and decorative objects from the 18th and early 19th centuries, made possible by contributed funds.

1 FAM 044.4-2 White House Liaison (M/WHL)

(CT:ORG-246; 06-07-2011)

The White House Liaison (M/WHL):

- (1) Advises, assists, and facilitates all noncareer appointments within the Department, including Presidential Appointees requiring Senate confirmation (PAS), Senior Executive Service (SES), and Schedule C employees. He or she coordinates between the Department and the White House on the selection and appointment of all boards, commissions, Presidential delegations, and conferences; and
- (2) At the direction of the Under Secretary for Management (M), the White House Liaison facilitates, supports, and represents the Department to the White House, interagency working groups, and other executive organizations.

1 FAM 044.4-3 Office of Management Policy, Rightsizing and Innovation (M/PRI)

(CT:ORG-246; 06-07-2011)

- a. M/PRI is the central management analysis organization reporting directly to M and it:
 - (1) Advises senior management on management policy and chief-of-mission authority issues;
 - (2) Is responsible for rightsizing the U.S. Government overseas presence; and
 - (3) Coordinates regionalization, business process reengineering and shared services with regional, functional and management bureaus.
- b. M/PRI handles management policy, rightsizing, and innovation.

1 FAM 044.4-3(A) M/PRI Management Policy Staff

(CT:ORG-246; 06-07-2011)

M/PRI's Management Policy Staff is responsible for management and coordination of press and public outreach in addition to Congressional outreach for the entire M-family of bureaus. It coordinates and oversees the Department's initiatives within the President's Management Agenda. It manages the Accountability Review Board (ARB) function for the Secretary of State and ensures that reports are provided to Congress in response to ARB recommendations, and that the Department is in compliance with those recommendations. The Management Policy Staff acts as liaison with the Office of Inspector General (OIG) and the Government Accountability Office (GAO) for M-family recommendations and findings. It provides expert advice and recommendations for cross-cutting issues when impasse is reached. Lastly, it provides analysis of cross-cutting issues for the Under Secretary for Management and other senior managers in the Department.

1 FAM 044.4-3(B) M/PRI Rightsizing Staff

(CT:ORG-246; 06-07-2011)

M/PRI's Rightsizing staff provides expertise to senior managers on chief-of-mission authority and manages the NSDD-38 and country clearance processes. It conducts overseas staffing reviews of all missions on a rolling 5-year basis, as well as prior to planning any new embassy construction, in order to determine the minimum human resources required to meet foreign policy goals. The staff also identifies potential efficiencies through outsourcing, empowerment of local staff, regionalization, and other rightsizing techniques. Working with the Office of Management and Budget (OMB), the staff provides expert advice and guidance to the Department's senior management regarding the President's Management Agenda for Rightsizing the entire U.S. Government presence abroad. It also serves as the principal State Department interlocutor with other agency headquarters on management issues overseas in order to facilitate interagency cooperation, eliminate duplicative activity, and optimize productivity. With its USAID counterparts, the Rightsizing staff manages the day-to-day activities of the Joint Management Council to ensure ongoing consolidation of overseas management platforms.

1 FAM 044.4-3(C) M/PRI Innovation Staff

(CT:ORG-176; 11-29-2007)

M/PRI's Innovation Staff serves as the primary M representative to the Regional Initiatives Council (RIC) and leads regionalization/standardization activities, especially those with an overseas focus. It provides expertise in performance measurement and Department-wide management best practices to improve efficiency and customer satisfaction. It is the first liaison with the International

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

Cooperative Administrative Support Services (ICASS) Service Center and with private-sector experts in quality improvement, especially with regard to process mapping and ISO9000 as well as other leading-edge management tools. The Innovation Staff is the business case manager for Post Administrative Software Suite (PASS) and serves as co-chair of the PASS steering committee. It also serves as co-chair with the Office of Medical Services (MED) of the Avian Influenza Working Group to ensure that the Department is able to function in case of global pandemic.

1 FAM 044.4-4 Major Events and Conferences Staff (M/MECS)

(CT:ORG-322; 11-19-2013)

The Office of the Major Events and Conferences Staff (M/MECS) serves as the Department of State's logistics office for all major international summits, peace talks, and other international meetings hosted domestically and supported by the Department of State. Under the direction of the Under Secretary for Management, the office is responsible for creating, staffing, and executing the management logistics platform upon which these major events unfold. In addition, the office serves in an advisory capacity to functional and regional bureaus should they need assistance with conferences as well as advises M on ways to improve conference-planning procedures for the Department.

1 FAM 044.5 Organization

(CT:ORG-246; 06-07-2011)

An organization chart of the Office of the Under Secretary for Management (M) is found at 1 FAM Exhibit 044.5.

1 FAM 045 UNDER SECRETARY FOR CIVILIAN SECURITY, DEMOCRACY AND HUMAN RIGHTS (J)

1 FAM 045.1 Responsibilities

(CT:ORG-280; 08-10-2012)

The Under Secretary for Civilian Security, Democracy and Human Rights (J):

- (1) Reports directly to the Secretary of State (S);
- (2) Serves as Secretary of State as designated by Executive Order 13251 (67 FR 1599), dated December 28, 2001;
- (3) Provides policy direction and coordination for the Department in:

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

- (a) Strengthening civilian protection and security;
 - (b) Preventing and responding to conflict;
 - (c) Developing and strengthening Rule of Law;
 - (d) Advancing the United States' humanitarian policies, practices, and programs around the world;
 - (e) Deepening respect for human rights;
 - (f) Countering terrorism and violent extremism;
 - (g) Achieving accountability for atrocities;
 - (h) Promoting peace and genuine security;
 - (i) Building democratic institutions; and
 - (j) Empowering young people as economic and civic actors through U.S. programs;
- (4) For designated areas of responsibility, directs the negotiation and implementation of agreements with foreign countries and oversees related diplomatic efforts;
 - (5) Assists the Secretary in representing the United States at international meetings, in performing other representational assignments, and in presenting the Department's position before Congressional committees;
 - (6) Undertakes other additional duties as may be requested by the Secretary or the Deputy Secretaries;
 - (7) Negotiates, signs, and terminates treaties and other international agreements and authorizes other U.S. Government officials to do so under the Circular 175 procedure of the Department; and
 - (8) Has substantive and coordinating responsibility for 1 FAM 045—Under Secretary for Civilian Security, Democracy and Human Rights (J).

1 FAM 045.2 Management Oversight

(CT:ORG-295; 01-23-2013)

- a. The following Department of State units report directly to the Under Secretary (J):
 - (1) Bureau of Conflict and Stabilization Operations (CSO);
 - (2) Bureau of Counter Terrorism (CT);
 - (3) Bureau of Democracy, Human Rights, and Labor (DRL);
 - (4) Bureau of International Narcotics and Law Enforcement Affairs (INL);
 - (5) Bureau of Population, Refugees, and Migration (PRM);
 - (6) Office of Global Criminal Justice (J/GCJ)

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

- (7) Office to Monitor and Combat Trafficking in Persons (J/TIP); and
- (8) Office of Global Youth Issues (J/GYI)

1 FAM 045.3 Authorities

(CT:ORG-280; 08-10-2012)

The following authorities apply:

- (1) The Under Secretary for Civilian Security, Democracy and Human Rights is authorized by 22 U.S.C. 2651a(b)(4);
- (2) Department of State Delegation of Authority No. 311—Negotiation, Conclusion, and Termination of Treaties and Other International Agreements; and
- (3) Other authorities, as appropriate.

1 FAM 045.4 Organization

(CT:ORG-280; 08-10-2012)

An organization chart of the Office of the Under Secretary for Civilian Security, Democracy, and Human Rights (J) is found at 1 FAM Exhibit 045.5.

1 FAM 045.5 Office to Monitor and Combat Trafficking in Persons (J/TIP)

1 FAM 045.5-1 J/TIP Management

(CT:ORG-323; 12-05-2013)

A Senior Advisor to the Secretary and Ambassador-at-Large, supported by a principal deputy director and a second deputy, oversees J/TIP.

a. The Ambassador-at-Large:

- (1) Reports to the Under Secretary for Civilian Security, Democracy, and Human Rights (J);
- (2) Formulates, directs, and implements the Department's policies on human trafficking;
- (3) Provides policy counsel at decision-making levels on matters relating to the integration of human trafficking issues into U.S. foreign policy;
- (4) Advises the Secretary of State and Deputy Secretaries of State on human trafficking issues;
- (5) Supports the Secretary in his or her capacity as Chair of the President's Interagency Task Force to Monitor and Combat Trafficking in Persons

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

(PITF), the Cabinet-level entity authorized by the Trafficking Victims Protection Act (TVPA) of 2000 (Public Law 106-386), codified at 22 U.S.C. 7001 et seq., and established by Executive Order 13257 (Feb. 13, 2002), to coordinate federal efforts to combat trafficking in persons;

- (6) Chairs the Senior Policy Operating Group (SPOG) on trafficking in persons, which coordinates interagency policy, grants, research, and planning issues involving international trafficking in persons and the implementation—both foreign and domestic--of the U.S. anti-trafficking law, the TVPA and its reauthorizations; coordinates with other U.S. Government departments and agencies on human trafficking issues;
- (7) Oversees the drafting, production, and issuance of the Department's annual Trafficking in Persons (TIP) Report;
- (8) Makes recommendations to the Secretary and Director of Foreign Assistance regarding funding for anti-trafficking projects and compliance with section 634a of the Foreign Assistance Act of 1961 (22 U.S.C. 2394-1);
- (9) Represents the Department in international and multilateral negotiations on human trafficking matters; negotiates anti-trafficking agreements, protocols, and conventions when authorized in writing by the Secretary or an officer specifically authorized by the Secretary for that purpose (11 FAM 724.1);
- (10) Engages with UN partners towards the universal ratification and full implementation of the UN Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the UN Convention against Transnational Organized Crime;
- (11) Engages in senior level diplomacy to foster anti-trafficking policies and measures around the world;
- (12) Raises public awareness, speaks to diverse U.S. and foreign audiences to educate them about human trafficking;
- (13) Provides guidance regarding coordination on foreign policy and domestic implementation matters relating to human trafficking;
- (14) Sets priorities and allocates resources towards the Office's highest priorities;
- (15) Provides overall management of the office, including the selection and recruitment of personnel to carry out the office's functions; and
- (16) Has substantive and coordinating responsibility for J/TIP.

b. The deputies have the following responsibilities:

- (1) Both the principal and the second deputy advise the Ambassador, at his or her direction, on policy formulation and action relating to human trafficking; coordinate with other elements of the State Department, U.S.

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

missions overseas, and other U.S. government agencies; build support for U.S. anti-trafficking policy with Congress, nongovernmental organizations (NGOs), and the private sector; and oversee compliance with international agreements relating to human trafficking;

- (2) The Principal Deputy Director is responsible for the oversight of the Reports and Political Affairs team and the Resource, Management, and Planning team, coordinating multilateral diplomacy, and overall office management;
- (3) The Deputy Director is responsible for the oversight of the International Programs team and the Public Engagement team; and
- (4) The Principal Deputy and Deputy set goals and objectives, and monitor and direct training and use of staff and other resources to achieve office priorities.

1 FAM 045.5-2 J/TIP Responsibilities

(CT:ORG-281; 08-17-2012)

- a. The Office to Monitor and Combat Trafficking in Persons (J/TIP), under the direction of the Ambassador-at-Large has the following general responsibilities:
 - (1) Coordinate and lead the U.S. government's global engagement on human trafficking pursuant to its establishment by the Trafficking Victims Protection Act (TVPA) of 2000, which defined severe forms of trafficking in persons as:
 - The recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act, in which that commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
 - The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - (2) Pursue policies, practices, and partnerships that combat modern slavery or trafficking in persons, umbrella terms for activities in which someone obtains or holds another person in compelled service, including forced labor. Upholds the "3P" paradigm of protecting victims, preventing trafficking, and prosecuting traffickers, as well as the fourth P: building new partnerships with governments and civil society around the world;
 - (3) Work in partnership and collaboration with regional bureaus and U.S. missions on all activities related to diplomatic engagement on trafficking in persons (TIP) issues, particularly in association with the TIP Report;
 - (4) Draft and issue the annual TIP Report—the principal diplomatic and diagnostic tool to guide our relations with foreign governments on human

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

trafficking;

- (5) Support the Secretary of State in his or her role as Chair of the President's Interagency Task Force to Monitor and Combat Trafficking in Persons and in the implementation and oversight of PITF activities;
- (6) Manage the SPOG on trafficking in persons, which coordinates interagency policy, grants, research, and planning issues involving international trafficking in persons and the implementation of the TVPA and its reauthorizations, and its associated committees and ad hoc working groups in areas such as research/data, grant-making, provision of victim services, and procurement;
- (7) Issue and oversee the implementation of foreign assistance grants, cooperative agreements, and interagency agreements to implement anti-trafficking programming; formulates anti-trafficking programs and monitors the implementation of anti-trafficking grants and cooperative agreements awarded by the office;
- (8) Engage NGOs, faith-based groups, corporations, academia, the media, Congress, and other communities to raise awareness on human trafficking and/or build partnerships to strengthen victim assistance and collaboration with law enforcement;
- (9) Develop partnerships with the business sector to enhance and leverage their abilities to provide in-kind assistance to counter human trafficking, to develop and implement internal codes of conduct, and to ensure that there is not slavery in supply chains;
- (10) Work to increase research and data—both unclassified and classified—on human trafficking; and
- (11) Engage in diplomacy with international and multilateral organizations on human trafficking.

b. Reporting and Political Affairs responsibilities:

- (1) Engage foreign government interlocutors and other stakeholders (international organizations, NGOs, religious entities, academics, etc.) regarding human trafficking issues;
- (2) Maintain information on global trafficking and prepare briefing memoranda, analyses, and talking points on human trafficking in countries around the world;
- (3) Write the annual TIP Report, which both guides U.S. engagement with foreign governments on human trafficking, and assists foreign governments in their work on the prosecution of traffickers, protection of trafficking victims, and prevention programs through the country-specific recommendations contained in the TIP Report; and
- (4) Work in partnership with regional bureaus and overseas missions in

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1

Organization and Functions

relationship to the TIP Report, and work with them and foreign governments to support engagement in relation to the TIP Report's associated recommendations.

c. International programs responsibilities:

- (1) Award and fund grants and cooperative agreements to counter trafficking, guided by trends and needs identified in the TIP Report. Make annual funding designations through an open and competitive grant process;
- (2) Provide on-the-ground assessments and assistance to the funded projects; and
- (3) Support foreign government anti-trafficking efforts through targeted training and technical assistance in conjunction with NGO and international organization partners. Assistance may include law enforcement training, legislative drafting, and promising practices in victim services.

d. Public engagement responsibilities:

- (1) Act as the Office's liaison to other U.S. government agencies, NGOs, corporations, academia, research institutes, the media, and the general public on human trafficking;
- (2) Support the Secretary of State in her role as Chair of the PITF and assists the Ambassador in his role as Chair of the SPOG. Facilitates and/or co-chair the committees and working groups under the SPOG;
- (3) Work to increase public awareness through targeted media outreach and public outreach and foster partnerships with NGOs, companies, universities, and faith-based organizations to amplify promising practices; and
- (4) Engage Congress on the human trafficking issue by responding to queries, organizing briefings, hearings, and meetings with member offices as well as providing comments on proposed legislation.

e. Resource management and planning responsibilities:

- (1) Provide executive support services which include human resources, budget formulation and execution, procurement of goods and services, security, training, general services, office management, and administrative support; and
- (2) Perform all strategic planning activities, performance reporting, budget-related reporting, and other activities related to the federal budget process.

1 FAM 045.5-3 Authorities

(CT:ORG-280; 08-10-2012)

The Office to Monitor and Combat Trafficking in Persons (J/TIP) derives its authority from the following:

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

- (1) William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008, Public Law 110-457;
- (2) Trafficking Victims Protection Reauthorization Act of 2005, Public Law 109-164;
- (3) Executive Order 13333 Amending Executive Order 13257 To Implement the Trafficking Victims Protection Reauthorization Act of 2003 (March 18, 2004);
- (4) Trafficking Victims Protection Reauthorization Act of 2003, Public Law 108-193;
- (5) National Security Presidential Directive on Combating Trafficking in Persons/NSPD-22 (December 16, 2002);
- (6) Executive Order 13257 on President's Interagency Task Force To Monitor and Combat Trafficking in Persons (February 13, 2002);
- (7) Trafficking Victims Protection Act of 2000, Public Law 106-386 (Div. A);
- (8) Presidential Executive Memorandum on Steps to Combat Violence Against Women and Trafficking in Women and Girls (March 11, 1998); and
- (9) Foreign Assistance Act, as amended, Public Law 87-195

1 FAM 046 UNDER SECRETARY FOR PUBLIC DIPLOMACY AND PUBLIC AFFAIRS (R)

1 FAM 046.1 Responsibilities

(CT:ORG-246; 06-07-2011)

The Under Secretary for Public Diplomacy and Public Affairs (R):

- (1) Reports directly to the Secretary of State (S);
- (2) Serves as Secretary of State as designated by Executive Order 13251 (67 FR 1599), dated December 28, 2001;
- (3) Serves as the principal adviser to the Secretary and Deputy Secretaries on matters of public diplomacy and public affairs and directs formulation of and/or coordinates Department policies and positions on public diplomacy and public affairs issues. The Under Secretary supervises the execution of such policies within the Department of State and represents the Department on such matters with other agencies of the U.S. Government, and in pursuing these functions, coordinates, as appropriate, with the other Under Secretaries of State;
- (4) Provides policy direction and coordination for the Department in the following areas:

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

- (a) International educational, academic and professional exchange policy;
 - (b) International cultural diplomacy;
 - (c) International information policy;
 - (d) Public affairs;
 - (e) Foreign public opinion; and
 - (f) U.S. Government international civilian broadcasting;
- (5) Serves as the key adviser to the Secretary on all facets of public diplomacy resources, including the allocation of such resources to the regional and functional bureaus as well as the oversight of their use in those bureaus and in the bureaus and offices directly under R;
 - (6) For designated areas of responsibility, directs the negotiation and implementation of agreements with foreign countries and oversees related diplomatic efforts;
 - (7) Assists the Secretary in representing the United States at international meetings, on special missions, in performing other representational assignments, and in presenting the Department's position before Congressional committees;
 - (8) Assists the Secretary, on request, in representing the Department at interdepartmental meetings, including Cabinet councils, and in providing policy advice to the Secretary on matters under consideration by these groups;
 - (9) Undertakes additional duties as may be requested by the Secretary or Deputy Secretaries;
 - (10) Has substantive and coordinating responsibility for 1 FAM 046, Under Secretary for Public Diplomacy and Public Affairs (R); and
 - (11) Negotiates, signs, and terminates treaties and other international agreements and authorizes other U.S. Government officials to do so under the Circular 175 procedure of the Department.

1 FAM 046.2 Management Oversight

(CT:ORG-246; 06-07-2011)

The following Department of State units report directly to the Under Secretary for Public Diplomacy and Public Affairs (R):

- (1) Bureau of Educational and Cultural Affairs (ECA);
- (2) Bureau of Public Affairs (PA);
- (3) Bureau of International Information Programs (IIP);
- (4) Office of Policy, Planning and Resources (R/PPR); and

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

(5) Center for Strategic Counterterrorism Communications (R/CSCC).

1 FAM 046.3 Authorities

(CT:ORG-295; 01-23-2013)

The following authorities apply:

- (1) State Department Basic Authorities Act of 1956, as amended (22 U.S.C. 2651a(b)(3));
- (2) Department of State Delegation of Authority No. 311, Negotiation, Conclusion and Termination of Treaties and Other International Agreements;
- (3) Presidential Decision Directive NSC-68, April 30, 1999;
- (4) U.S. Information and Educational Exchange Act of 1948, as amended (22 U.S.C. 1431, et seq. ("Smith-Mundt Act")) and section 208 of Public Law 99-93 (Foreign Relations Authorization Act, FY 94-95("Zorinsky Amendment"));
- (5) Title VIII, Public Law 102-511 (22 U.S.C. 2452 note), Freedom Support Act;
- (6) Public Law 107-179, Support for East European Democracies Act of 1989 ("SEED Act");
- (7) The Mutual Educational and Cultural Exchange Act of 1961, as amended, 22 U.S.C. 2451, et seq. ("Fulbright-Hays Act");
- (8) The functions in Public Law 89-259 (22 U.S.C. 2459);
- (9) The functions in E.O. 12555 of March 10, 1986 delegating functions under the Convention on Cultural Property Implementation Act, (19 U.S.C. 2601);
- (10) Delegation of Authority 234, dated October 1, 1999 – delegating functions under the Convention on Cultural Property Implementation Act from the Secretary to R; and
- (11) Other authorities as appropriate.

1 FAM 046.4 Office of Policy, Planning and Resources (R/PPR)

(CT:ORG-246; 06-07-2011)

The Office of Policy, Planning and Resources (R/PPR):

- (1) Reports to the Under Secretary for Public Diplomacy and Public Affairs (R); and
- (2) Is comprised of three staffs:

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

- (a) Policy and Strategic Planning (R/PPR/P), responsible for management of trans-regional policy issues, interagency liaison, and strategic planning efforts;
- (b) Resources (R/PPR/R), tasked with strategic management of all human and program resources under the authority of the Under Secretary; and
- (c) The Evaluation and Measurement Unit (R/PPR/EMU), charged with design, implementation, and assessment of program evaluation and performance-measurement tools.

1 FAM 046.5 Center for Strategic Counterterrorism Communications (R/CSCC)

(CT:ORG-246; 06-07-2011)

The Center for Strategic Counterterrorism Communications (R/CSCC):

- (1) Reports to the Under Secretary for Public Diplomacy and Public Affairs (R);
- (2) Takes the lead in coordinating, orienting, and informing the entirety of U.S. Government communications activities targeted against violent extremism to audiences abroad, with the goal of using communication tools to reduce radicalization and extremist violence and terrorism; and
- (3) Operates under the broad policy direction of the White House and interagency leadership, and works in close collaboration with the Secretary's Coordinator for Counterterrorism (S/CT), other Department bureaus, and other U.S. Government agencies.

1 FAM 046.6 Organization

(CT:ORG-280; 08-10-2012)

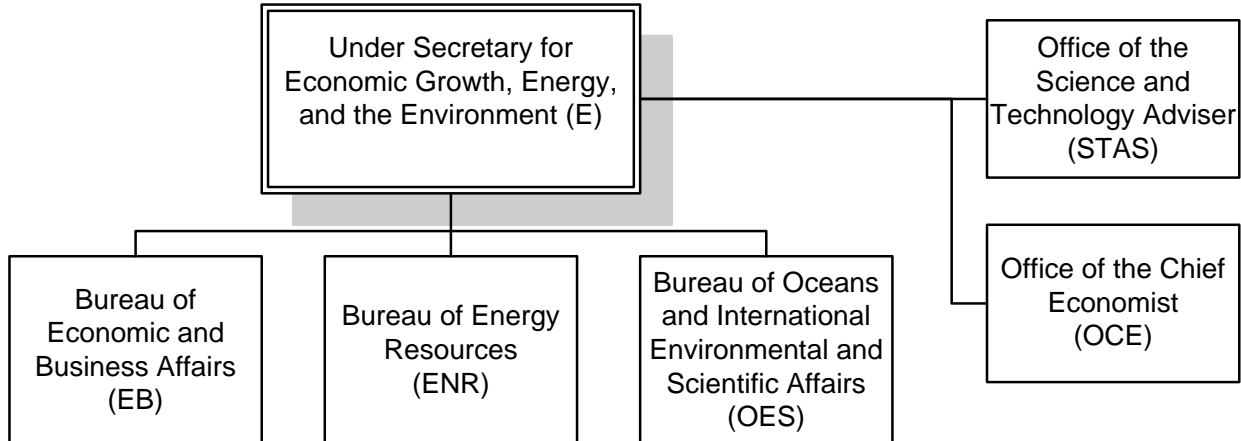
An organization chart of the Under Secretary for Public Diplomacy and Public Affairs (R) is found at 1 FAM Exhibit 046.6.

1 FAM 047 THROUGH 049 UNASSIGNED

1 FAM EXHIBIT 042.2

UNDER SECRETARY FOR ECONOMIC GROWTH, ENERGY, AND THE ENVIRONMENT (E)

(CT:ORG-295; 01-23-2013)



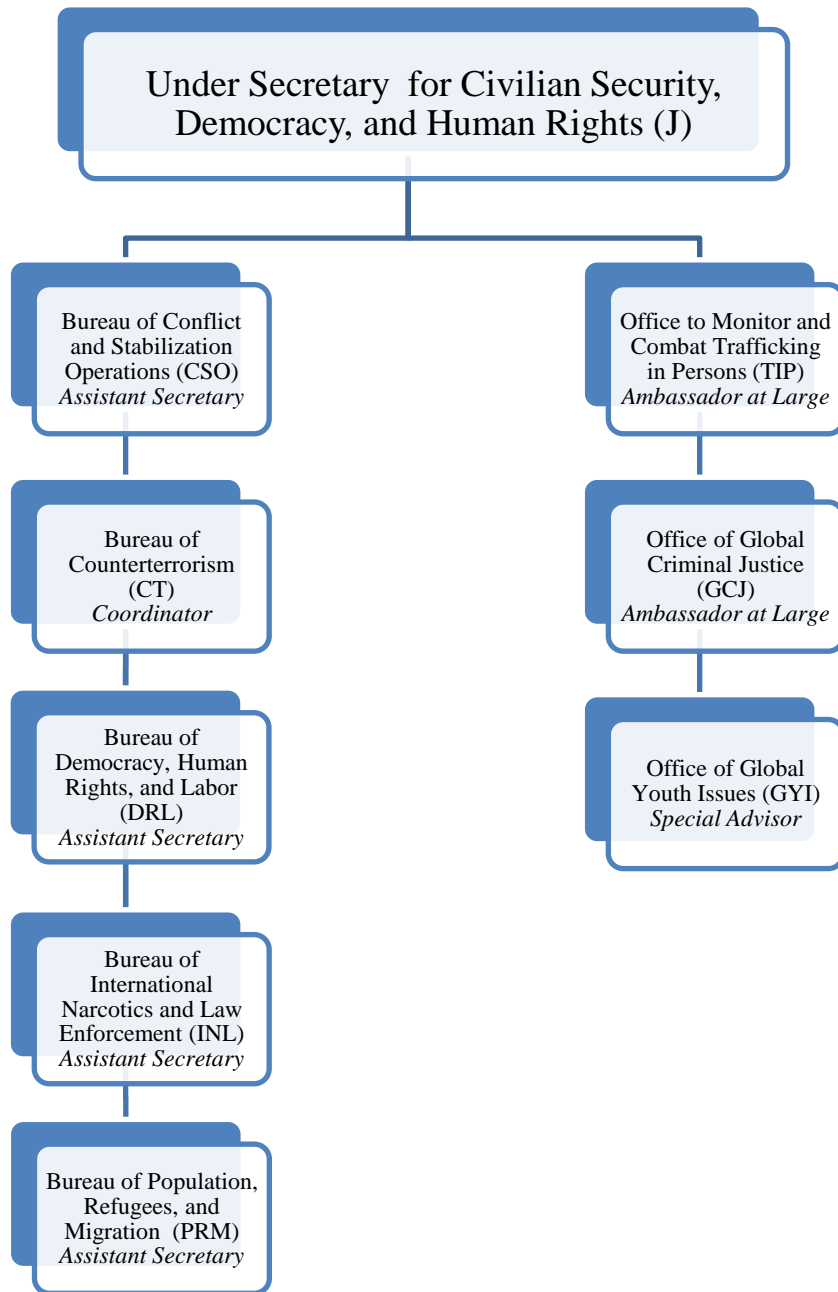
UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

1 FAM EXHIBIT 045.5

UNDER SECRETARY OF STATE FOR CIVILIAN SECURITY, DEMOCRACY, AND HUMAN RIGHTS(J)

(CT:ORG-280; 08-10-2012)



UNCLASSIFIED (U)

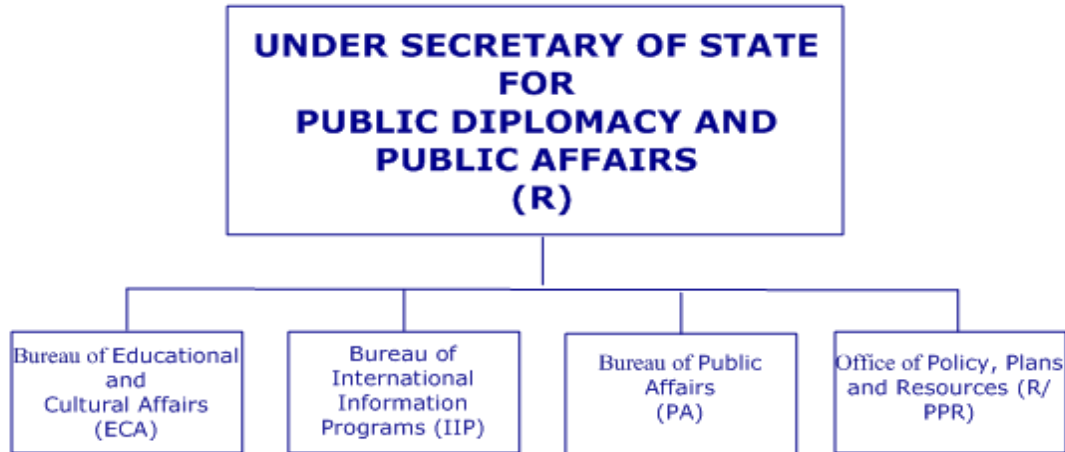
UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 1
Organization and Functions

1 FAM EXHIBIT 046.6

UNDER SECRETARY OF STATE FOR PUBLIC DIPLOMACY AND PUBLIC AFFAIRS (R)

(CT:ORG-246; 06-07-2011)



UNCLASSIFIED (U)